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Security Information

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**EYES ONLY**

2 July 1953

MEMORANDUM FOR: The Inspector General

SUBJECT: Reply to Query re Personnel Office

1. My overall evaluation of the services performed for this office by the Personnel Office is highly satisfactory. I feel that Personnel have for a long period exhibited a commendable spirit of cooperation in assisting us in our personnel problems. This was highly important not only to us but to the Agency at the time we were faced with almost a ten-fold increase in investigative personnel. In addition, for seven years this office has worked intimately with Personnel in the matter of clearance procedures, including various categories of clearance and also including the "vetting" of applicants through the polygraph. In this, it is my fixed opinion that Personnel have made a material contribution to the security program of the Agency. It is also important to point out that, even under the stress of the rapid expansion of the Agency which might have occasioned mutual recriminations between the two offices, I know of no single instance where there have been other than the most friendly working relations at both senior and junior levels.

2. To be objective, I must state that the procurement of clerical personnel has never been wholly adequate or timely but I believe that is a common complaint in government as a whole. Further, like other components of the Agency, the rapid expansion caused for a time the use of persons not adequate to their assigned positions. I believe this was especially true in some of the positions in Personnel Procurement Division. I believe most of this has been rectified at the present time. Again, I believe that the procurement of personnel to later adopt official cover abroad has not been wholly satisfactory from a security viewpoint. However, I blame this situation on a lack of sound cover policy for the Agency as a whole.

3. Complying with your expressed desire for frankness and to aid you in determining the effectiveness of personnel management, I believe that Personnel has suffered by the continual change in Assistant Directors (four in two years). I also feel that at the proper time, the Assistant Director/Personnel or the Director of Personnel must be delegated real personnel

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management authority. It appears to me that personnel management functions are now divided between the Career Service Program and the Office of Personnel, this to the detriment of the objectives desired. I believe that the Assistant Director/Personnel must be made closer to all Deputy Directors and to the DCI himself and within the command channel through the Deputy Director/Administration he must be given more functional authority, both to hire and to disapprove, and further set and implement sound personnel policies.

4. In reply to your paragraph 2, the following names are submitted:

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S-14 - Administrative Officer  
Administrative Officer  
GS-12 - Administrative Officer  
GS-13 - Training Officer  
- Administrative Officer  
- Personnel Officer  
\* - GS-9 - Administrative Assistant  
7 - Administrative Assistant  
- GS-4 - Clerk-Stenographer  
6 - Secretary-Stenographer  
S-6 - Secretary-Stenographer  
S-5 - Secretary-Stenographer  
GS-4 - Clerk-Stenographer.

\* Are those individuals whose primary responsibilities concern property, finance, budget, cables and training, and only perform personnel duties on a part-time basis.

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Colonel, GSC  
Director of Security

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